

30 December 1978

OFFICE OF FINANCE NOTICE NO. 23-78

SUBJECT: Sponsored Full-Time Academic Training for MF Careerists

RECISION: OFN 20-9-74

1. GENERAL

This instruction establishes the Office of Finance policy regarding full-time academic training for members of the MF Career Subgroup. The procedures and guidelines set forth below apply to external training at accredited colleges and universities at both the graduate and undergraduate levels and are in consonance with Title 5, U.S. Code, Chapter 41 (formerly the Government Employees Training Act). Title 5 authority is sufficiently broad and flexible to provide the necessary training to develop skills, knowledge, and abilities that will best qualify employees for the performance of official duties.

2. PURPOSE

The purpose of this Instruction is to establish general guidelines and procedures applicable to full-time academic training sponsored by the Office of Finance. Assistance for those individuals selected to participate in full-time academic training may include tuition payment, library and laboratory fees, and textbook purchases or rentals. Individuals attending school on a full-time basis will be carried in a duty status and will adhere to the academic and attendance schedules established by the school. Any MF Careerist meeting the prerequisites listed below may apply for full-time academic training. Applications will be evaluated on a competitive basis, considering factors such as self-improvement efforts, accomplishments to date, demonstrated potential, overall job performance, and job relatedness of selected courses. The number of applications approved will be determined by the availability of manpower and budget resources in the Career Subgroup, and will normally not exceed two at any given time.

3. PREREQUISITES

Prerequisites for participation in the full-time academic training program are contained in the succeeding subparagraphs.

- a. Three years of Agency service.
- b. More than satisfactory performance of duty as evidenced by the two latest fitness reports.
- c. Submission of a statement from the school of proposed attendance certifying that completion of a four-year undergraduate program can be realized in one academic year. Total sponsorship will not exceed one academic year.
- d. Willingness to sign a Continued In Service Agreement required under

STATINTL

SUBJECT: Sponsored Full-Time Academic Training for MF Careerists
Page 2

4. RESPONSIBILITIES

- a. Requests for sponsorship will be addressed in memorandum form through the staff or division chief concerned within the Office of Finance or through the Senior B&F, Support, or Executive Officer of the Component to which the careerist is assigned to the Executive Officer, Room 1213 Key Building. All requests will be forwarded to the MF Career Subgroup Board with the supervisor, staff, or division chief's recommendations and/or comments to include such items as demonstrated and estimated potential, assignment contemplated after completion of training, and other facts which will enable the Board to better evaluate the request.
- b. Applications for the fall term must be received prior to 1 May and those for the spring term prior to 1 October; each request will include the following information:
 - (1) Name, grade, and position of individual making request.
 - (2) Estimated cost of training.
 - (3) Name and location of college or university and proposed dates of attendance (preference will be given to local universities).
 - (4) Title, course number(s), and short description of course(s) to be taken.
 - (5) Statement of justification for requesting sponsorship; i.e., career objectives, how this training will assist applicant in achieving career objectives, and how it should be of value to the MF Career Subgroup.
 - (6) Number of semester/quarter hours previously completed, grade point average, and whether self- or Agency sponsored. For graduate studies, attach a letter of acceptance from the school of proposed attendance.
- c. Each request for sponsored full-time academic training will be reviewed by the Career Subgroup Board, and its recommendations will be submitted to the Director of Finance. The papers will be forwarded to the Deputy Director for Administration for concurrence and to the Director of Training for final approval.

STATINTL

Thomas B. Yale
Director of Finance

CONCURRENCE:

1/17/79
Date

Director of Training